



Frequently Asked Questions Related to Certification Flexibility in Item 3A April 30, 2020

The Frequently Asked Questions below are intended to provide additional guidance related to the action taken by the Commission at the April 2020 meeting on flexibility options in [Item 3A](#). Commission staff will continue to gather and update this information as questions come in.

- Q1. Does the passage of the recommendations in Item 3A mean that Intern Credential holders are eligible for another extension even if they have already exhausted all extension options?
- A1. Yes. Intern Credential holders who would normally have exhausted all extension options may qualify for a subsequent extension due to the hardships related to COVID-19.**
- Q2. If an educator was serving on a waiver document already, and could not complete the items in the condition statement because of hardships related to COVID-19, would they be eligible for the program-sponsor requested Variable Term Waiver (PS-VTW)?
- A2. Maybe. If they were enrolled in an approved program and on track to complete that program during the spring or summer of 2020, but were unable to do so due to COVID-19, and their program sponsor requested to be considered in [Item 3A](#), then their program could apply for a PS-VTW on their behalf. If the above does not apply then they could not qualify for the PS-VTW. However, current waiver holders may qualify for a subsequent issuance of their current waiver as a result of the health and safety conditions related to COVID-19. Please see the guidance on [subsequent waiver issuances](#) for current waiver holders.**
- Q3. Can a person who holds a Preliminary credential with an “RC” code as a renewal requirement, who did not meet the Basic Skills Requirement (BSR) during the first year of their credential, qualify for the deferred option for BSR?

- A3. Maybe. Someone who already received a Preliminary credential based on out-of-state or outside the United States preparation with the “RC” renewal code and has not yet taken all three subtests of the CBEST exam can be eligible for a one-year deferral of the exam. Either the candidate or the employer will need to request in writing that the Commission grant a deferral between March 19 and September 1, 2020 so that staff can meet the statutory obligation to notate and track such deferrals. The employer, who typically monitors the “RC” renewal code, would need to monitor the additional one-year CBEST deferral and the date by which the educator needs to meet the BSR requirement. Because the document was already issued the “RC” renewal code it won’t be modified to indicate that a second-year deferral was granted.**

If a Preliminary credential holder took all three subtests of the CBEST prior to the issuance or during the first year of their Preliminary credential’s validity, then the credential holder does not qualify for deferral of the CBEST.

- Q4. For individuals serving on emergency permits who have already used their one-time only RGA-10 extension, or have reached their limit of three issuances, does the passage of Item 3A mean they are eligible for another extension?**
- A4. Only emergency documents that are renewable can qualify for a subsequent one-year extension based on the approval of Item 3A even if all normal extension options have been exhausted. For example, as Intern documents have an issuance limit but are able to request extensions for good cause, they would be able to use the COVID-19 situation for another issuance. Emergency documents with no statutory option for another issuance, such as Provisional Internship Permits (PIPs) and Short-Term Staff Permits (STSPs) would not be eligible to request an extension by appeal.**
- Q5. As a program sponsor, are we allowed to request the PS-VTW if we did not previously request to be added to Item 3A?**
- A5. While any program sponsor may request that the Commission approve their request for a VTW, Commission staff can currently only grant PS-VTW applications if the requesting institution was included in the item approved by the Commission in April 2020. If an application is received by a program sponsor that was not identified in that item, that agency should follow the steps to submit a formal request for consideration as outlined in the [Variable Term Waivers due to Emergency Health and Safety Restrictions \(COVID-19\)](#) document. Commission staff will make sure that the request is included in the next scheduled Commission meeting as part of a new item for consideration. If approved by the Commission, the PS-VTW application can be granted. The waiver application would be kept by Certification while this process moved forward.**
- Q6. Can an individual apply for an Emergency 30-Day or Prospective Substitute Teaching Permit without having satisfied the Basic Skills Requirement (BSR)?**

- A6. Yes, as long as they have not attempted to pass all three subtests of the CBEST exam. The permit will not be eligible for renewal without satisfaction of the BSR.**
- Q7. Do employers need to complete the File Box on application form 41-4 for renewable employer-restricted documents due to COVID-19?
- A7. Yes. The File Box must be completed by the employer for all applications that are restricted regardless of whether or not it is COVID-19 related.**
- Q8. Can a private school teacher qualify for a Preliminary credential without having satisfied the required examinations due to COVID-19 closures?
- A8. Possibly. The only exam that can be deferred for private school teachers would be the CBEST exam. All other requirements would need to be met prior to the submission of an application packet.**
- Q9. What document(s) does the CBEST deferral apply to?
- A9. As the deferral is for the CBEST exam and not a specific document, it applies to any and all documents that have a BSR as a requirement. The only considerations are that the issuance date of the document must fall between the approved dates of March 19 to September 1, 2020, and the applicant must not have attempted all three parts of the CBEST. If they attempted all three subtests and did not pass then they are not eligible for the deferral, per statute.**
- Q10. (NEW) What do I need to submit to request a deferral of the CBEST?
- A10. If you are an employer or educator who is submitting an application with issuance dates between March 19 and September 1 of 2020, then you only need to submit your completed application that includes a fee and all required supporting documentation, with the exception of Basic Skills. No additional documentation is required for the CBEST deferral when applying directly for a document.**

If you are a Commission-approved program sponsor that will be enrolling a candidate who needs the deferral of CBEST, then you must submit a notice in writing via email to Credentials@ctc.ca.gov that includes the educator's first and last name, date of birth, and statement that the deferral is being requested starting on a specific date. The start date must be between March 19 and September 1 of 2020.

Additional questions? Email Credentials@ctc.ca.gov